

PART C MONITORING
STAGE I
November 2003

FOCUS AREA	RESPONSIBLE SPOE = System Point of Entry OSC = Ongoing Service Coordinator	SOURCE OF DATA DS = Data System FR = Individual Child File Review	MONITORING STRATEGY DR = Desk Review OSFR = Onsite File Review I = Interview
C to B Transition a. Transition meetings held within timelines b. LEA Invited	SPOE/OSC SPOE/OSC	Data System (Transition meeting report by SPOE & SC) File Review File Review	Desk Review —Review data reports to determine % of children where transition meeting held within 180 days On-site — 1) Pull random sample of files of children for whom data system indicates that transition meeting not held within 180 days. (Will need a data report on individual children not having transition meeting by 180 prior to 3 rd BD) 2) Review EI file to determine if LEA invited. 3) Review file to determine if all elements of transition plan completed. Interview:
IFSP a. Developed within 45 days of referral date	SPOE	(a) DS (Children in Referral Status over 45 days reports—summary by SPOE & child listing by SPOE)	(a) Desk Review: Review Over 45 days report SPOE Response: For each child over 45 days in referral status, have SPOE identify the reason. Onsite: Select random files to review from individual student report (will depend on size of SPOE whether is just in referral status or those who now have IFSP) Interview: SPOE staff

b. Content of IFSP <ol style="list-style-type: none"> 1. EI Services 2. Outcomes 3. Family CPR 4. Changes from initial IFSP 	SPOE/OSC SPOE/OSC SPOE/OSC OSC	b.1 Service anomalies Individual child data reports. Children without services report. b.2 General look at how/what outcomes are being written b.3 Look at FCPR—how being identified, how being incorporated into IFSP/outcomes, services. b.4 Check to see if new IFSP being written shortly after initial and if there are significant changes in services from one to the other.	(b) Desk Review: Data report of children with no services High cost services report On Site: a) Random sample of individual files of students with no services. b) From random sample of files, check to determine if outcomes with all required components are present. c) From random sample of files, check to determine that, if family concurs, IFSP contains summary of FCPR and how being incorporated into IFSP outcomes/services d) From random sample of files, check to see if IFSP being reviewed/rewritten shortly after initial and if significant change in services. Note if any anomalies in OSC where this is happening.
Eligibility <ol style="list-style-type: none"> a. Basis for determination <ol style="list-style-type: none"> 1. Application of criteria 2. Documentation of basis for determination 	SPOE SPOE	Elig Doc & Eval Rpt Elig. Doc	Data Reports: (1) Active Its by Primary Eligibility (2) Active Its by eligibility, by diagnosis On-site: From random selection of files, check evaluation for appropriate application of eligibility criteria. Check Documentation for basis of determination.
Service Coordination <ol style="list-style-type: none"> a. Communication (written & verbal) <ol style="list-style-type: none"> 1. With SPOE <ol style="list-style-type: none"> a. Forwards required paperwork in a timely manner 	OSC	FILE REVIEW INTERVIEW	From random sample of files, check to see if all required EI records are present and are being forwarded in a timely manner. Make note of any files where this is not happening and name(s) of OSC. Interview: Interview SPOE staff regarding communication between SPOE and OSC.
Child Find <ol style="list-style-type: none"> a. Disproportionality Incidence Rate/age 	SPOE	Data System (Disproportionality Report—1. Referrals not resulting in IFSP, referral, IFSPs, compared to general population) Data System (Active ITs with IFSPs by age)	File Review Interview

Parental Rights a. Provision of Notice	SPOE/OSC	EI Record	OSFR Onsite: From random sample of files (both eligible and ineligible, and refused to evaluate) confirm that Notice is being provided
Data Accuracy	SPOE/OSC	Data System (Comparison of summary page with file info.)	DR/OSFR Interviews